

Gravatt, Dan

From: Stoy, Alyse
Sent: Friday, July 24, 2015 9:07 AM
To: Vann, Bradley; Field, Jeff; Tapia, Cecilia; Gravatt, Dan; Gunn, Gene; Singletary, DeAndre
Cc: Peterson, Mary; Juett, Lynn; Albano, Emily; Maxwell, Patricia; Myers, Lucretia
Subject: Response needed by COB 7/31 - Bridgeton Landfill FOIA EPA-R7-2014-10810
Attachments: img-929145250-0001 (2).pdf; R7 Guide for Collection Review and Redaction 041015.pdf

Hi Everyone –

We now have the assurance of payment from the requester for this Bridgeton Landfill FOIA (attached), so now it's time to collect responsive electronic and hard copy records. Please follow these new search and collection instructions. Note the search terms have changed a bit but we are still only looking for records between 1/1/2005 and 12/1/2010. I realize a few of you may only have a few responsive documents based on the previous search. Jeff – please run these searches for Dan Wall's computer, and I will do the same for Audrey and Cheryle's accounts.

1. Lotus Notes Emails: Run a Lotus Notes search following the process in Attachment 1 and Attachment 5 of the attached Guide for the date range above using the search phrases in each box of the multiple word search screen: "bridgeton landfill", "south quarry", "former active sanitary landfill", "operable unit 2" and "OU2". Make sure to check the "any of the terms below" dropdown option so that any email with these phrases in quotations is identified. Please confirm that your Lotus Notes emails have been indexed, and run the searches in the All Documents folder for both your inbox and archives. Also, remember that the requester is only asking for records related to Bridgeton Landfill OU2 and these searches may pull in emails related to OU1, so please review your collected emails to make sure they are responsive to the FOIA before uploading them to the database.
2. Non-email Electronic Information: Run a search of your electronic documents following the process in Attachment 3 and Attachment 5 of the attached Guide. You will use the same search phrases as above, but please run them as five separate searches without quotation marks. Brad – please run this search for the H drive.
3. We have already searched SDMS for responsive records. However, if you have any hard copy responsive records that are not in SDMS please provide them to me.

Here is the link to the R7 Dentons OU2 FOIA Collection Database where you will upload your electronic information: [B](#)

The final response for this FOIA is due on August 17th, so please upload your electronic information no later than COB Friday July 31st so we have time to review. Thanks so much for your work on this, and if you have any questions please do not hesitate to call me anytime.

Alyse Stoy
Assoc. Deputy Regional Counsel for Enforcement
Office of Regional Counsel
U.S. EPA Region 7
(913) 551-7826 phone
(816) 807-3271 cell

0714



3.0

stoy.alyse@epa.gov

From: Stoy, Alyse

Sent: Tuesday, June 23, 2015 4:10 PM

To: Vann, Bradley; Field, Jeff; Tapia, Cecilia; Gunn, Gene; Gravatt, Dan; Singletary, DeAndre

Cc: Peterson, Mary; Albano, Emily; Rock, Anna; Maxwell, Patricia

Subject: Response needed by Noon 6/29 - Bridgeton Landfill FOIA

Hi All –

We received a FOIA (attached) requesting records related to the Bridgeton Landfill/Operable Unit 2 of the West Lake Landfill Site. Please take a moment to read the specific requests, but in general we are looking for all communications and documents (electronic information including emails and electronic documents, as well as responsive hard copy records) from the time period January 1, 2005 to December 1, 2010. Before we begin collecting responsive records, we are trying to estimate the volume of information we have that may be responsive. To that end, by noon on Monday June 29th (or earlier if at all possible) please do the following:

- Run a Lotus Notes search following the process in Attachment 1 (attached) for the date range above using the search terms "bridgeton landfill" and "south quarry". Make sure to check the "any of the terms below" dropdown option. Please confirm that your Lotus Notes emails have been indexed, and run the searches in the All Documents folder for both your inbox and archives. Tell me the number of emails your search identifies.
- Run a search of your electronic documents following the process in Attachment 3 (attached) using the same search terms. Again, tell me the number of electronic documents your search identifies.
- Estimate the number of pages of responsive hard copy records you might have that are NOT already in SDMS.
- Please let me know who else from Superfund would likely have responsive records from the 1/1/2005 – 12/1/2010 timeframe.

Again, no need to collect anything just yet. Once we have a volume estimate we'll follow up with requester and from there I will send you additional instructions regarding next steps. If you need any help with these searches, feel free to give me a call anytime.

Brad – please have Dan Wall's Lotus Notes email and hard drive searched as well as any other separated Superfund personnel who may have worked on Bridgeton/South Quarry during the relevant time period. I will do the same for Audrey Asher and Cheryle Micinski.

Thanks, Alyse

Alyse Stoy
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September 29, 2014

BY FOIAonline

Ms. Emily Albano
FOIA Specialist
EPA Region 7
11201 Renner Blvd.
Lenexa, KS 66219

Re: Freedom of Information Act Request

Dear Ms. Albano:

We are writing to request the disclosure of the documents described below pursuant to the Freedom of Information Act, 5 U.S.C. § 552 ("FOIA"). These requests are directed at the Environmental Protection Agency, as well as any of its subcomponents that may have the information being requested.

These requests relate to documents pertaining to the Bridgeton Sanitary Landfill in Bridgeton, Missouri ("Bridgeton Landfill") which is referred to on page viii of the Record of Decision, West Lake Landfill Site, Bridgeton, Missouri, Operable Unit 2, dated July 2008 and which was prepared by the U.S. Environmental Protection Agency, Region 7 (CERCLIS ID Number: MOD079900932). Please note that these requests are directed at Bridgeton OU2, not Westlake OUI. Further, our requests only seek information from January 1, 2005 to December 1, 2010.

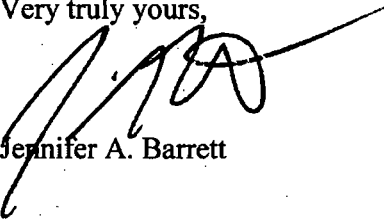
We do not seek any personal identifying information protected under the Privacy Act, and therefore request that such information be redacted from responsive materials. Where the requested documents exist in electronic form, we are only seeking electronic copies of such documents. For emails, responsive emails shall be produced in .pdf or .tiff form. We will pay for the reasonable and actual costs of the storage media (e.g. CD, DVD, or thumbdrive), necessary to provide such electronic documents in electronic form. We agree to pay fees up to \$500 without prior notice. To the extent the fees incurred will exceed \$500, please provide us with advance notice before incurring any fees in excess of \$500. This request is not seeking the information for commercial purposes as defined by the Act, and by signing this letter I certify that fact.

Specific Requests

- Copies of any indices of documents relating to Bridgeton Landfill, including shared drive folder structures, or other documents referring to the formal file structure maintained by the EPA for Bridgeton Landfill-related documents.
- Copies of any and all communications relating to the Bridgeton Landfill, dated prior to December 1, 2010.
- Copies of all documents relating to Bridgeton Landfill, including Monthly Progress Reports, NSPS Reports, or other reports, data, or testing results.
- Copies of any presentations (such as PowerPoint Slide Decks) relating to Bridgeton Landfill, and dated prior to December 1, 2010, provided by the owners or operators of the Bridgeton Landfill, including Allied Waste, Laidlaw, or Republic Services, or their representatives or attorneys, including Lathrop & Gage LLP.

Thank you for your prompt attention to this matter. Please feel free to contact me, or have your attorneys contact me, if you have any questions or concerns regarding these requests. My direct number is 312-876-3139 and my email address is jennifer.barrett@dentons.com. We look forward to working with you, or your attorneys, to facilitate the production of documents and information requested.

Very truly yours,



Jennifer A. Barrett

EPA Region 7 Guide for Collection, Review, Redaction and Production – Discovery and FOIA

1. Purpose

This guide is designed to assist users in the search, collection, review, redaction and production of Electronically Stored Information (ESI) and/or documents in response to discovery requests or FOIA requests.

Region 7 may have access to the EnCase Collection Tool and Relativity Review Platform for some collections. This guide provides instructions on the process to obtain access to EnCase and Relativity, as well as using a Lotus Notes database. It also contains information about searches and how to use redaction software.

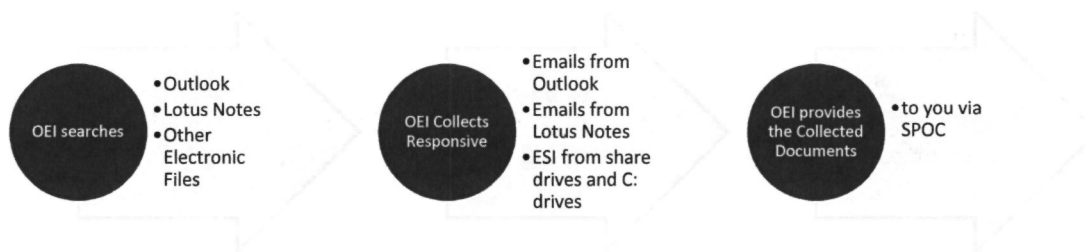
2. Scope and Applicability

This guide is designed to address the search and collection of hard copy documents and all ESI held by all Region 7 employees when that information must be searched and collected whether for discovery in litigation or for a FOIA response. For matters in discovery, consult your ORC/DOJ attorney for other specific instructions regarding search and collection of potentially responsive information.

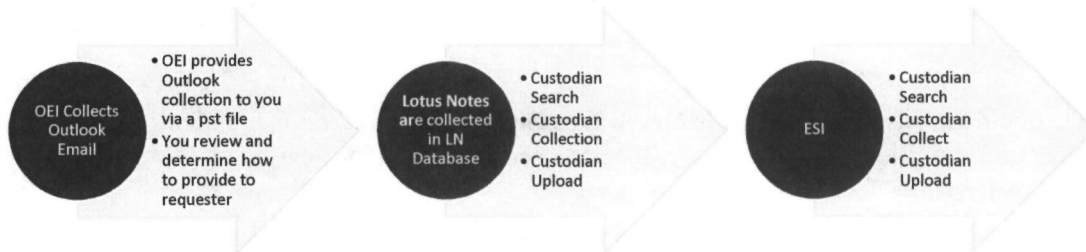
3. Procedures

It is important to know if your collection of ESI will be collected using the EnCase collection tool or if it will be collected in a Lotus Notes Database. Instructions for different collection types are provided in each attachment.

EnCASE Collection



LOTUS NOTES Collection



Lotus Notes Email

OEI search and collection: this will only be performed if you have been given full access to the eDiscovery tools. The request should be completed with help from your Search POC. You will review after OEI provides collection.

Lotus Notes Database: if your Lotus Notes emails and ESI are being collected in a Lotus Notes database, **see Attachment 1, Section B and Attachment 5.**

Outlook Email

The Region 7 Search Point of Contact (SPOC) must submit all outlook search requests to OEI via the OEI Centralized Search Service. Emily Albano is the designated Region 7 SPOC (Lucretia Myers is the backup SPOC), **please See Attachment 2.**

eDocs (e.g., electronic documents or files on your computer's hard drive, network drive, or shared drives)

OEI Search and collection: send request to OEI through your SPOC.

Lotus Notes Database: To search for and collect responsive electronic documents, **please see Attachment 3 and Attachment 5.**

Hard Copy Documents

If you have only been asked to search for responsive hard copy documents, please conduct your search and deliver your documents - in an Expandable Folder, a box, or somehow clipped or banded together - **WITH YOUR NAME** as CUSTODIAN to the Point of Contact indicated in instructions or that your Response Lead indicated.

IF you need to search for your responsive hard copy documents AND scan them, please see Attachment 4 and Attachment 5.

Using a Lotus Notes Database for Your Collection

If the response you have been working on is relatively small (which is sometimes defined as less than 100,000 documents), or if we requested the EnCase Collection tool, but were not able to gain access to it for this collection, you will complete the collection of your documents in Lotus Notes. **Please see Attachment 5.** Note – the Outlook emails collected by OEI will be provided to

you in a .pst file format. Please consult your SPOC (Emily Albano, Lucretia Myers.)

Using EnCase to Collect Responsive Records

There are two different “types” of search and collection functions you may be given. One is “Outlook email only” and the other is “All ESI”.

If OEI is searching and collecting Outlook emails, Lotus Notes emails and all electronic documents, **please see Attachment 2** and work with your SPOC to complete the form. Then you may move on to the hard copy documents, until OEI has the collections (via EnCase) ready for you. At that time, you will need to consult with Diann Sandridge and Lucretia Myers regarding uploading to R7’s Relativity program (if you are using that for review.)

If OEI is only performing the Outlook search and collection, consult your SPOC, **see Attachment 2** for instructions and follow the Lotus Notes and ESI search and collection instructions as well.

Adobe Review

Information regarding how to mark and save redactions in Adobe Pro X are included in **Attachment 6**.

Using Relativity to Review Your Collection

Relativity is not used for Collection purposes.

Review in Relativity:

Discovery: DOJ usually requires use of their Relativity Platform. Please work with your DOJ attorney or ORC attorney for additional details.

FOIA: To request Relativity to review your FOIA collection, please see Diann Sandridge or Lucretia Myers for information.

Creating a folder for your collection

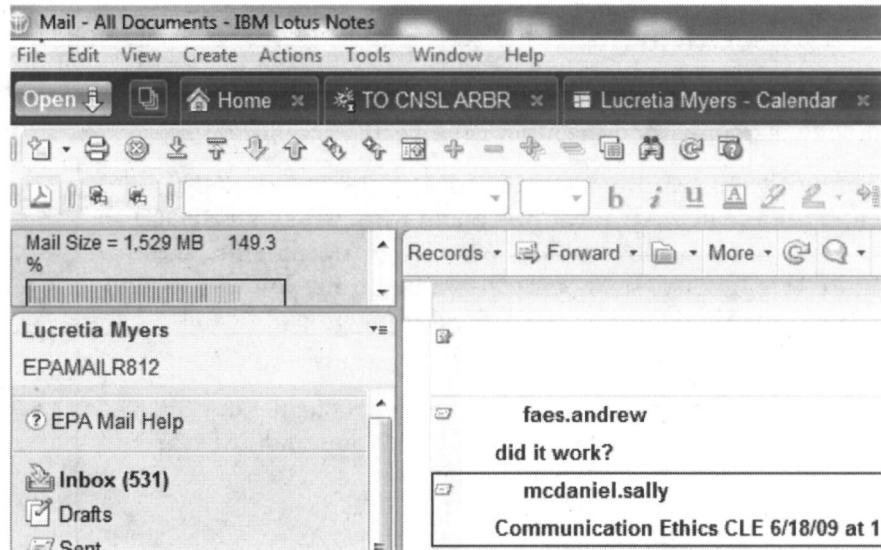
You may not need this step. However, if you are asked to create a folder on your Desktop for the documents you have collected, please see **Attachment 7**.

Review, Redaction and Marking Exemptions in Adobe Pro

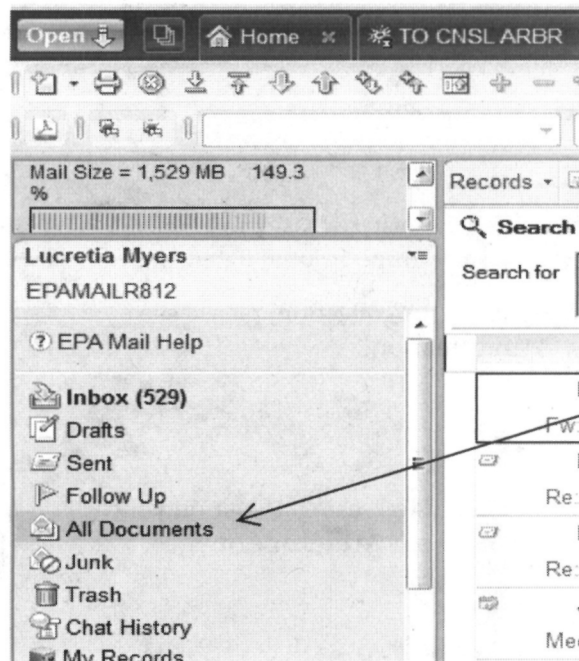
See Attachment 8. Note: Marking the Exemption used near the redaction itself is required per 5 U.S.C. 552(b).

ATTACHMENT 1 — Lotus Notes

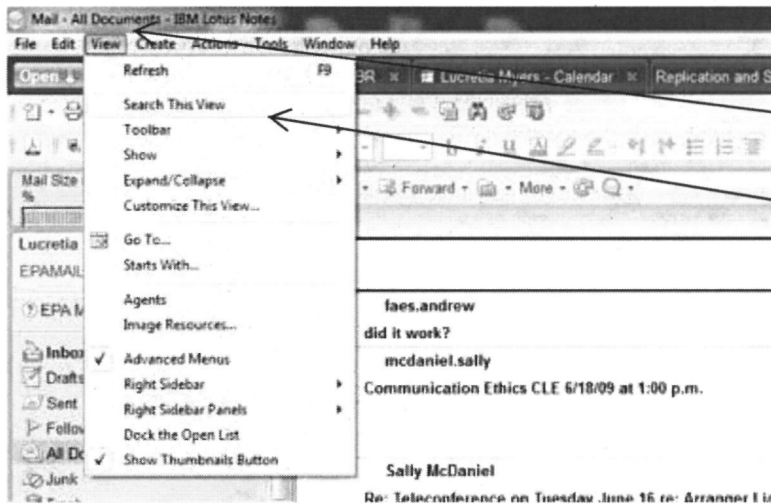
First open Lotus Notes 8.5. If you haven't been in this program recently, you might notice some changes. Please click on your Mail tab.



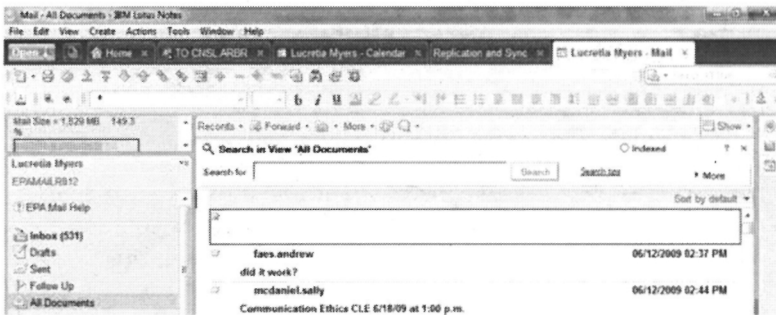
You should see a view similar to the one at left.



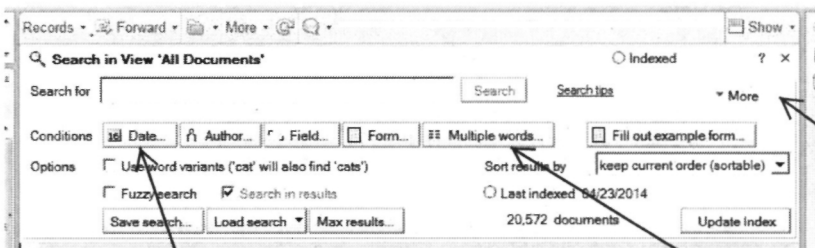
Please make sure you are in "All Documents"



Click "View" and then
"Search This View"



"Search this view" opens this
search box:



To search using a date, click this button

You can search using word(s),
date(s), etc. when you select the
"More" button:

To search for multiple words, click
this button

Notes will find documents created or modified on the date or between the dates specified. Choose the kind of date range (e.g., on a specific date or between two dates) and then select the date.

This is the box that will pop up when you click the "Date" button above. You Can choose from "Date Created" etc., and "is after" etc. Then choose an exact date.

Click Add

Notes will find documents which contain the specified terms. For each term, you may enter single words or short phrases.

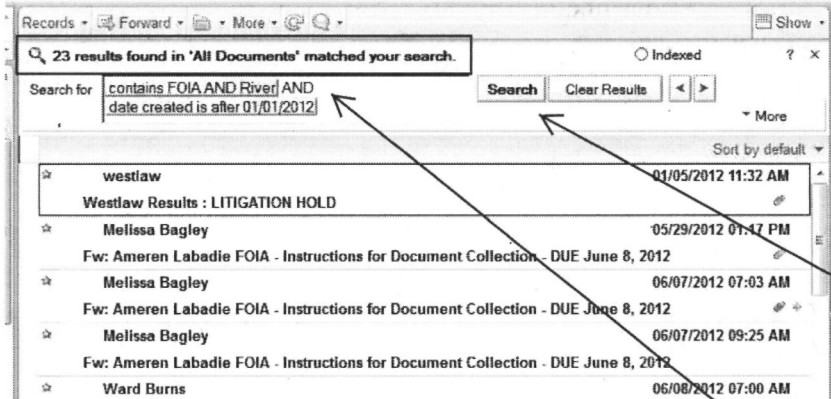
This is the box that pops up when you click the "Multiple Words" button after you've clicked "More".

Add your term(s), click Add

An example of what your search box will look like, if you use both, can be found later in this document.

Here is the Search box after I have added terms and date

There are several options available using the "More" search options. I will not go into all of them here. You can research them yourself, or ask for assistance.

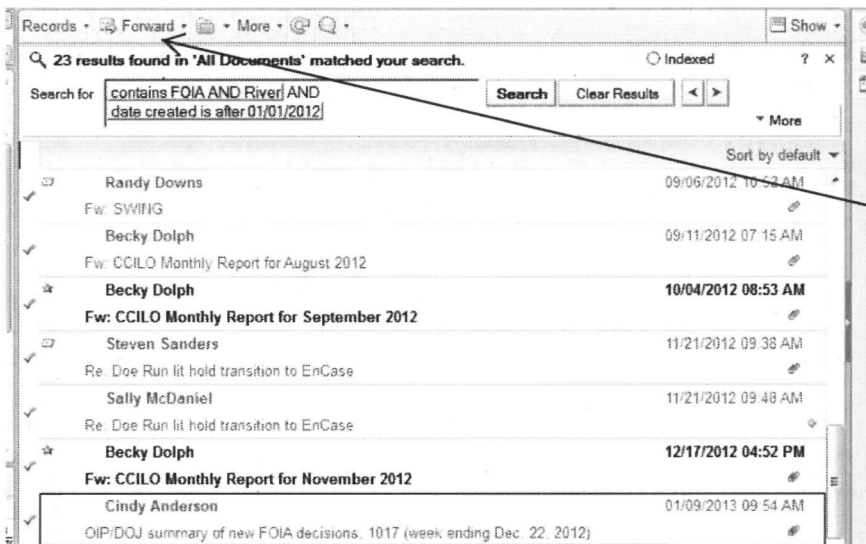


Click "Search" when you have added all search criteria.

Your result will show as below.
You can find the # of 'hits' here:

**IF YOU ARE COLLECTING IN A
LOTUS NOTES DATABASE, PLEASE REFER TO
ATTACHMENT 5**

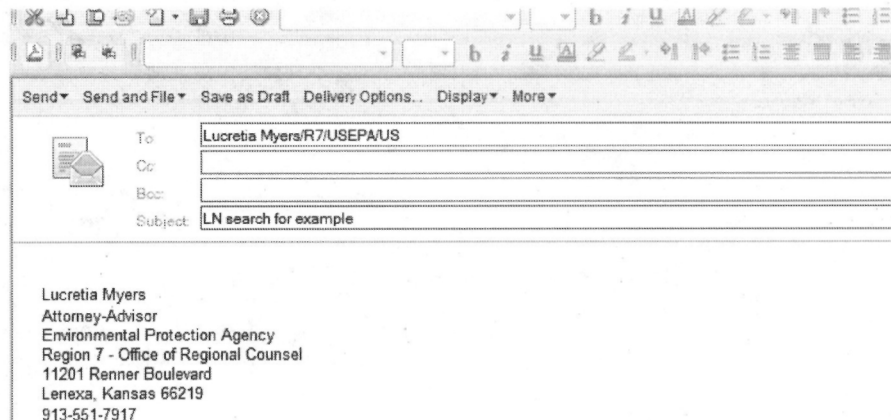
In this example, I clicked the buttons "Ctrl" and "A" to select all of the results from my search. There are many reasons you may or may not want to Select All documents from your search results. First and foremost is that it is your responsibility to look at each email to determine if it is, in fact, PRI (potentially responsive information.)



**THE REMAINDER OF THIS
TUTORIAL IS ONLY FOR
COLLECTION OF LOTUS
NOTES EMAIL IN OUTLOOK**

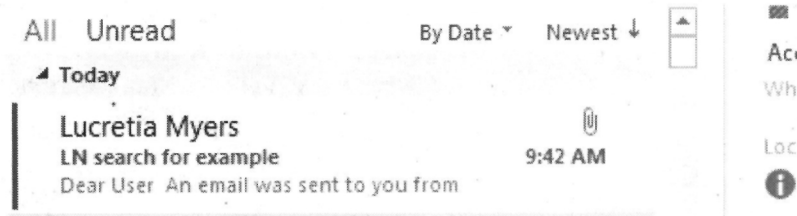
Now, click "Forward"

This will result in my receiving ONE email with all 23 of my result emails combined into that one Outlook email message. All 40 attachments are attached to that one email. This method may NOT be the method chosen by the attorney or FOIA response coordinator. **You may need to forward each email separately.** This selection will depend upon review, etc.



Here is the email to be forwarded from Lotus Notes. Please note that this process can be time consuming.

You will want to add a name to the Subject line. If the name contains search term(s), it is more likely to be found during your Outlook email search.



Here, the message is received in my Outlook email

Once you have completed forwarding your Lotus Notes documents to your Outlook email, you can move on to the next Step.

ATTACHMENT 2 – Outlook Items

Outlook Records – Interim Process

1. Identify needed email searches. These email searches should be in support of Freedom of Information Act (FOIA) requests, Congressional inquiries, rulemaking, and litigation.
2. Contact your SPOC to complete and submit the search request template (attached.)

Please note: It is extremely important that your search request is as complete as possible when you submit it. Additional custodians or new search criteria will be treated as a new request and move the request to the end of the queue. Your request should include the names of all individuals/email boxes whose Outlook email should be searched (to avoid the 'double request' and delayed response.)

3. After a search request template has been submitted, OEI's eDiscovery team will notify the search requester regarding approval. Requests that do not comply with the above may not be approved. Due to anticipated heavy caseloads, specific response and search completion times cannot be provided in advance.
4. When the request is approved, OEI's eDiscovery team may further discuss the search request with the individual that requested the search or you SPOC.
5. When the search is completed, OEI's eDiscovery team will place the files in a restricted shared drive in .pst format. Requesters will have 5 business days to access those files and copy them. Files will be deleted after 5 business days. The requester will be notified by email when the files are available.

Office 365 Mail Calendar People Newsfeed OneDrive Sites Tasks Delve Office store Office.com Myers, Lucretia ?

BROWSE EDIT PAGE

Submit Cancel Paste Cut Copy Attach File Spelling

Commit Clipboard Actions Spelling

Home

Announcements
Documents
Calendar
Service Requests
Help

New eDiscovery Service Request

Note: All requests must have a completed Part B spreadsheet (custodian list) attached!

- You can download the mandatory Part B attachment template [HERE](#).
- Attach the Part B spreadsheet using the 'Attach File' action in the 'EDIT' menu above.

Submit Cancel

Request Date * 3/30/2015 ?

Request Title or Identifier * ?

Friendly Title ?

Collection Purpose * FOIA ?

Relevant information ?

<https://portal.microsoftonline.com/Home>

Office 365 Mail Calendar People Newsfeed OneDrive Sites Tasks Delve Office store Office.com Myers, Lucretia ?

BROWSE EDIT PAGE

Submit Cancel Paste Cut Copy Attach File Spelling

Commit Clipboard Actions Spelling

Keywords * ?

Date Range

Start ?

End ?

De-duplication ?

Estimated # of Docs * ?

Required By Date * 4/9/2015 ?

Contact * Myers, Lucretia ?

Contact Organization * ?

Contact Phone * ?

Phone # must be in format: ###-###-####

Contact Title * ?

Alternate POC ?

Submit Cancel

Quick Reference Guide: Opening a PST File in Microsoft Outlook

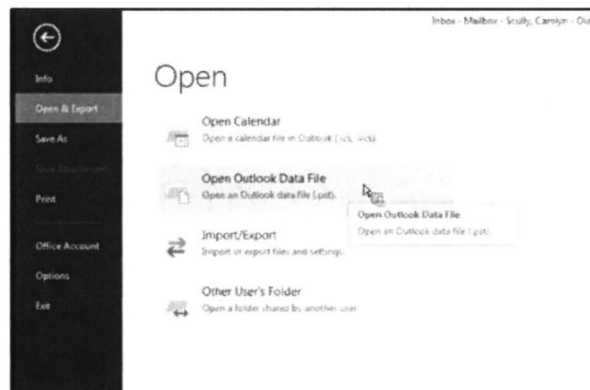
Once you have copied the Microsoft (MS) Personal Storage Table (PST) file to your local drive, you will need to open the file in MS Outlook to perform your review. The steps below will guide you through the process of opening the PST file in your Microsoft Outlook application.

NOTE: It is important that the PST file is **OPENED** in Outlook and **NOT** imported!

Open PST File in MS Outlook

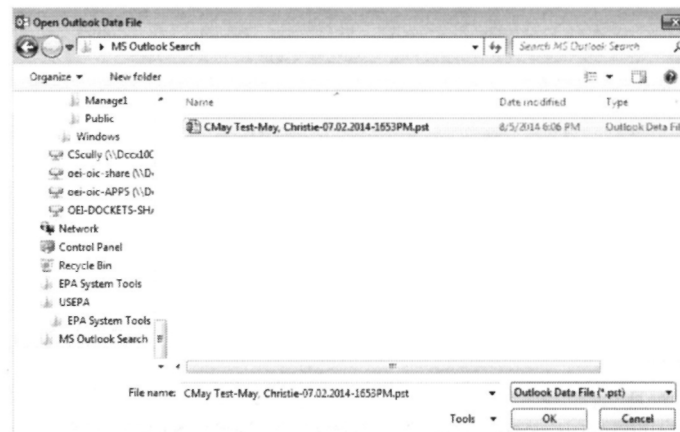
1. Select File within your MS Outlook application.
2. Select 'Open & Export' within the File menu.
3. Select 'Open Outlook Data' with the Open menu. (See Figure 1)

Figure 1. Open Outlook Data File



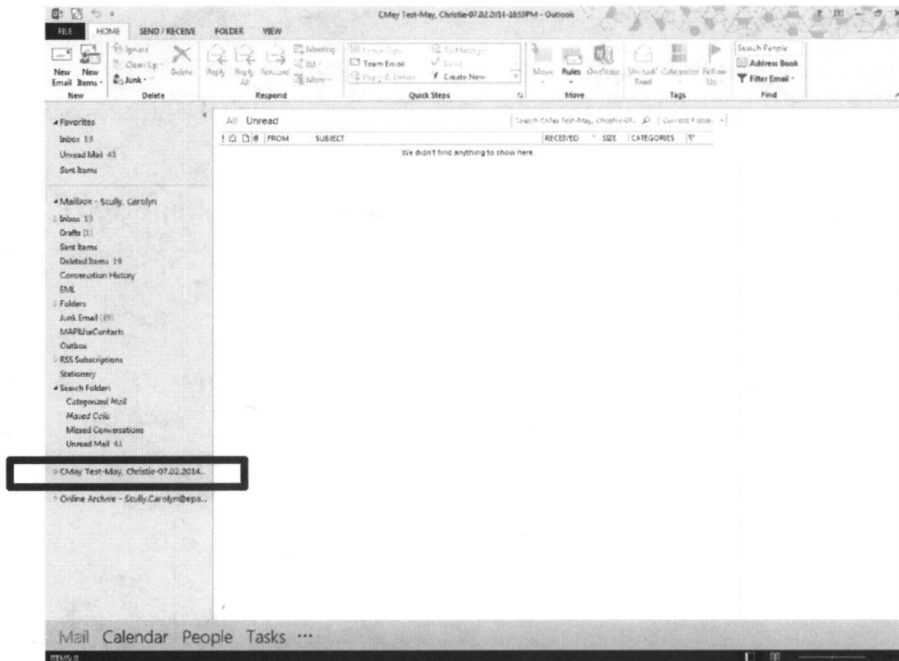
4. Select the location of the saved PST file and select 'OK'. (See Figure 2)

Figure 2. Open Outlook Data File



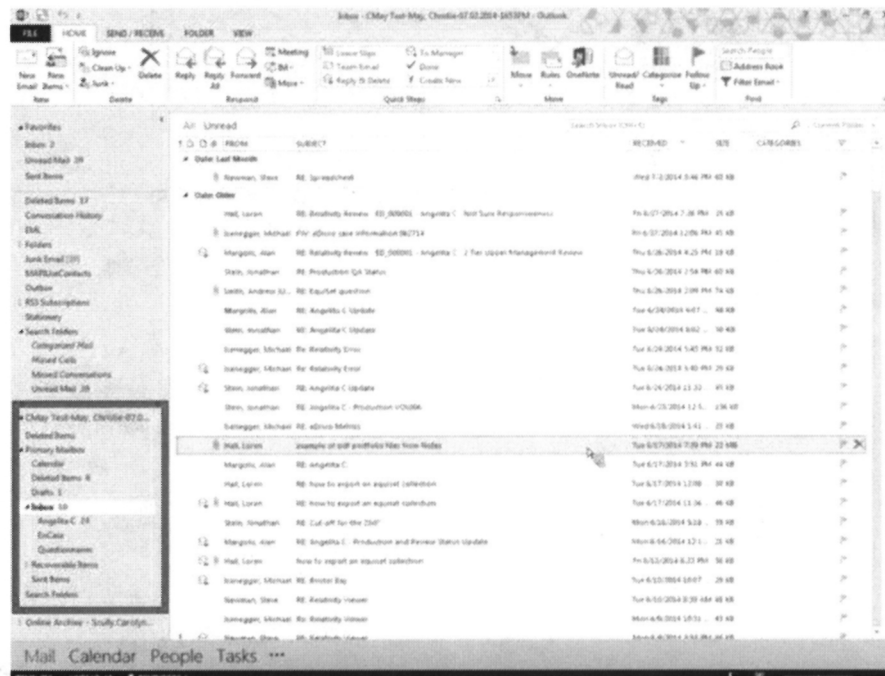
- The PST file will open in your MS Outlook email application, at the bottom of your other mailboxes. (See Figure 3)

Figure 3. PST File Display in Outlook



- Click the arrow icon to expand the folders in the PST file in your MS Outlook email application. (See Figure 4)

Figure 4. PST File Folders Expanded Display in Outlook



Approaches for Performing Reviews of PST Files

This document is intended to outline three different options EPA employees have for reviewing PST files in connection with a FOIA response.

Option 1: Load to Outlook

- Best for small FOIA requests

For small FOIA requests, an EPA employee can load collected .pst files directly to his or her Outlook account and review the results for relevancy and privilege within the Outlook client. **Requirement:** Loading .pst files into Outlook familiarity/training.

Option 2: Load to Outlook and Redact in Adobe Pro

- Best for small FOIA requests requiring redactions

For requests with documents that require redactions prior to production, an EPA employee can load collected .pst files into his or her Outlook account and then export to pdf any emails or attachments requiring redaction. The employee can then perform any necessary redactions in Adobe prior to production. **Requirement:** Adobe Professional; Adobe Professional tool familiarity/training.

Option 3: Review Emails and Attachments in Relativity

- Best for mid to large-sized FOIA requests

For mid to large-sized FOIA requests, it may be most efficient for the review of emails to be conducted within Relativity. Once the PSTs have been collected, OEI can process the PST files in iPro's eCapture software tool and load the emails and attachments into Relativity. EPA employees can then simultaneously perform reviews and make redactions and coding decisions within the Relativity platform. **Requirement:** Relativity access; Relativity review function(s) familiarity/training.

Electronic Documents (eDocs)

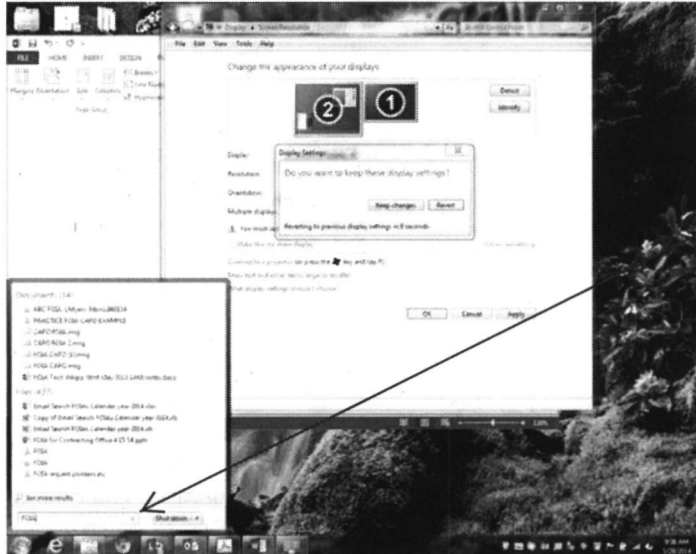
Electronic Documents (eDocs)



To begin searching for electronic documents using search terms, first click the Windows start button.



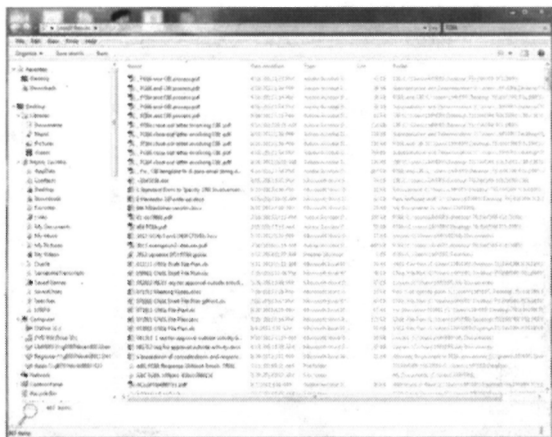
You will get the window outlined in red to the left. (The rest of the stuff on my desktop can be ignored in this procedure.)



You will want to type your search term (one at a time) in this search box



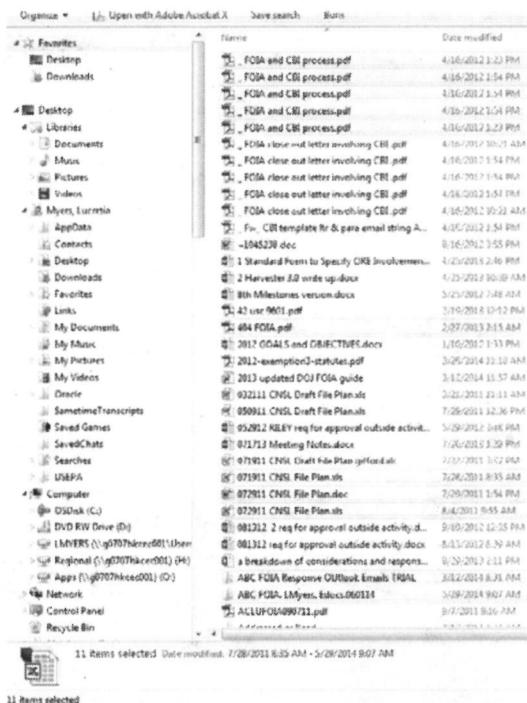
Then hit 'enter' on your keyboard (or click the magnifying glass that is in the search box.)



Here you can see the documents that my search for the term "FOIA" retrieved.

Review your retrieved documents for Potentially Relevant Information (PRI).

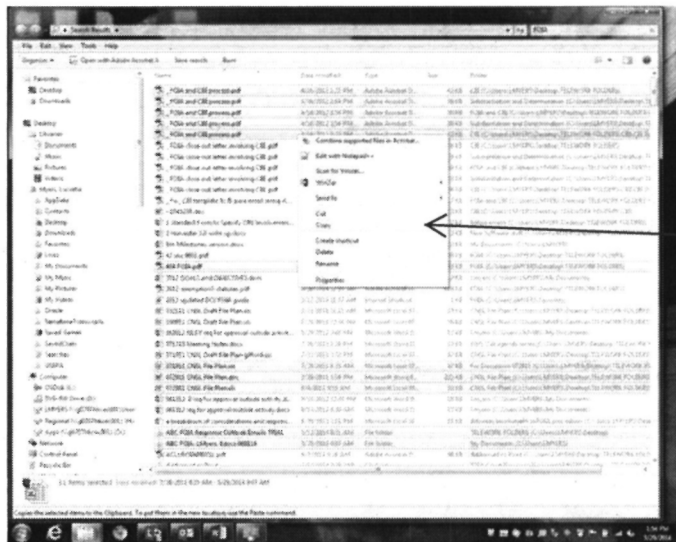
You can double click to open and not lose your search results so long as you do not close the search results window.



Select (highlight) only those documents that contain PRI.

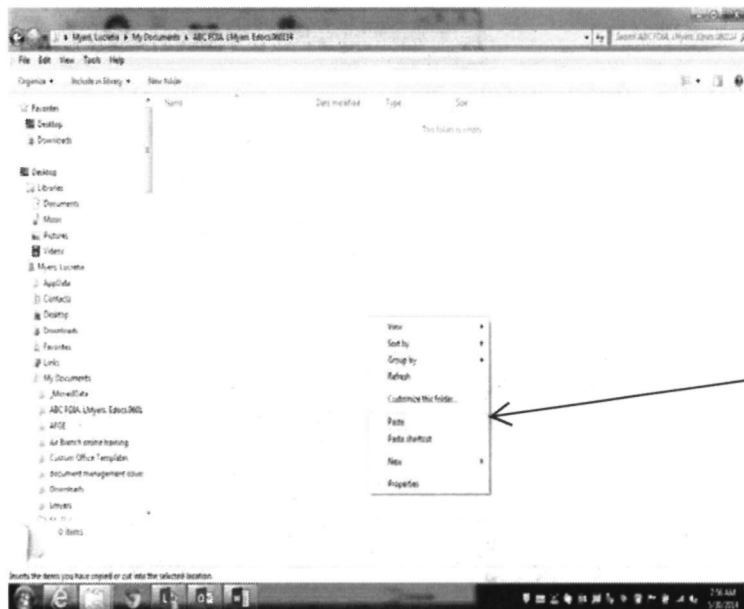
Then, on your keyboard, hold the "Ctrl" button and hit the "c" key. (C is for copy)

-OR- (see next)



Alternatively, you can Right click your mouse as you hover over one of the selected documents. Right clicking opens the window outlined in Red (yours won't be) and click "Copy"

These two methods reach the same goal. You should do the one that makes you more comfortable.



Next, go to the folder you created in the steps in Attachment 1.

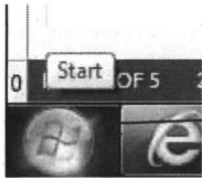
To paste in the documents, you have 2 methods to choose from:

Right Click and choose "Paste"; **OR**

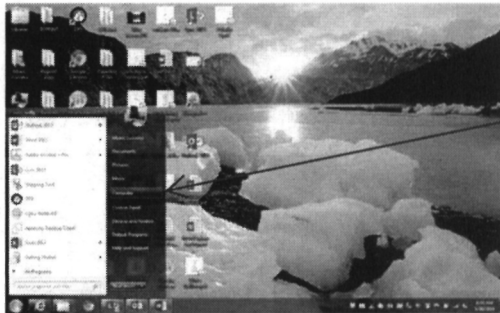
Hold the "Ctrl" button and hit "V" on your keyboard. (while C is for copy, V is for paste.)

WAIT!! You aren't finished. The steps above only searched your "C" drive.

Read on for instructions to search "F" and "H" or any drive.



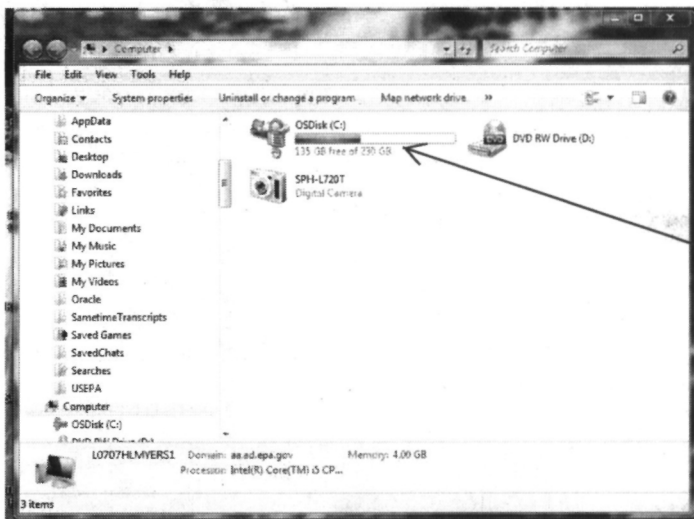
To access your other drives, first click your Windows Start Button



This window will open. Now, double Click "Computer"



Alternatively, find your "Computer" icon on your desktop and double click it.



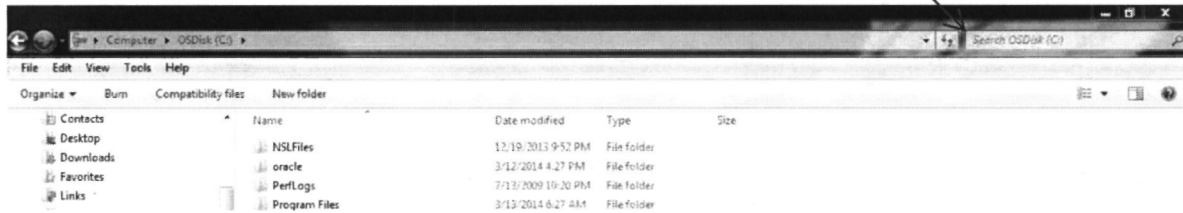
Either way, you will open this window. All of your accessible drives will be shown (F and H will be their if you are in the RO, or can successfully remap your drives at your AWL)

Double click a Drive to open it.

This is the window that will open. Your search window is here:

The steps of searching, reviewing, copying and pasting

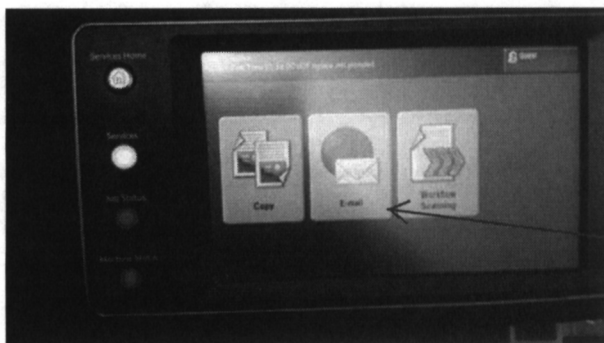
Remain the same.



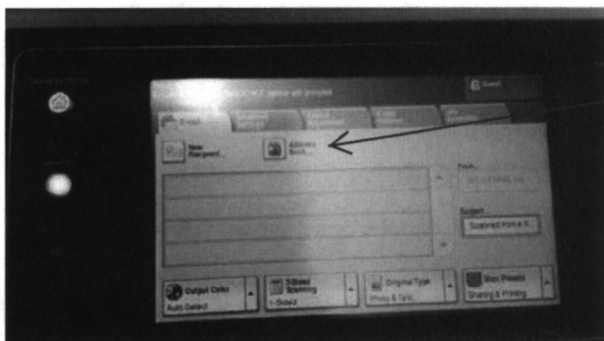
ATTACHMENT 4

Scanning Hard Copy Documents

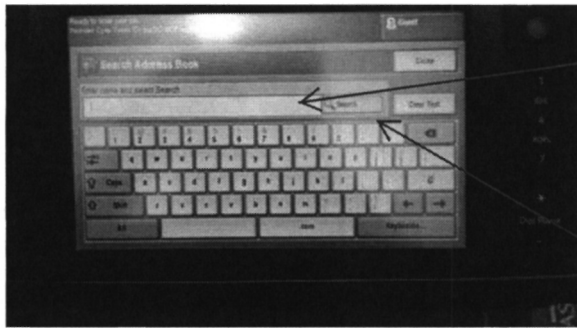
If you have been asked to scan the hard copy documents that you believe contain Potentially Responsive Information (PRI), please take these steps:



Place your documents one at a time on the self-feed tray of your copier/fax/scanner. Then, on the task window, Press "E-mail"

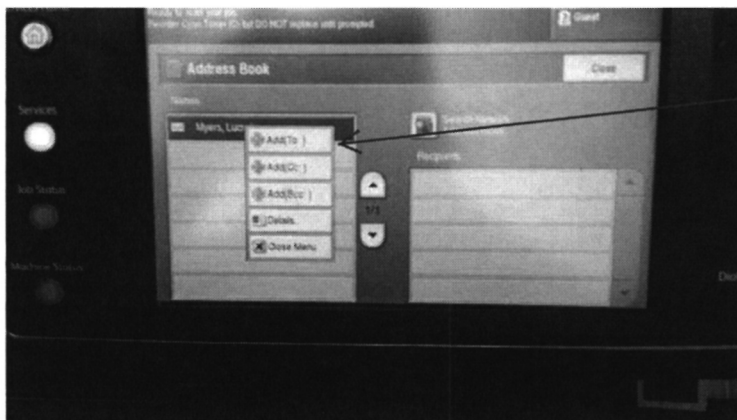


In this screen, hit the "Address Book" button



In this screen, begin typing your name, last name first. You may only need to type your last name. Others (Smith, Jones, etc.) may find it easier to type last name, comma, first name and then move on to next step.

Hit "Search"



Find your name and highlight it, then click "Add (To:)"

Now, click the big green "GO" button on the copier/scanner/fax machine (not on the task screen.)

Repeat for each document.

Your document will be emailed to you.

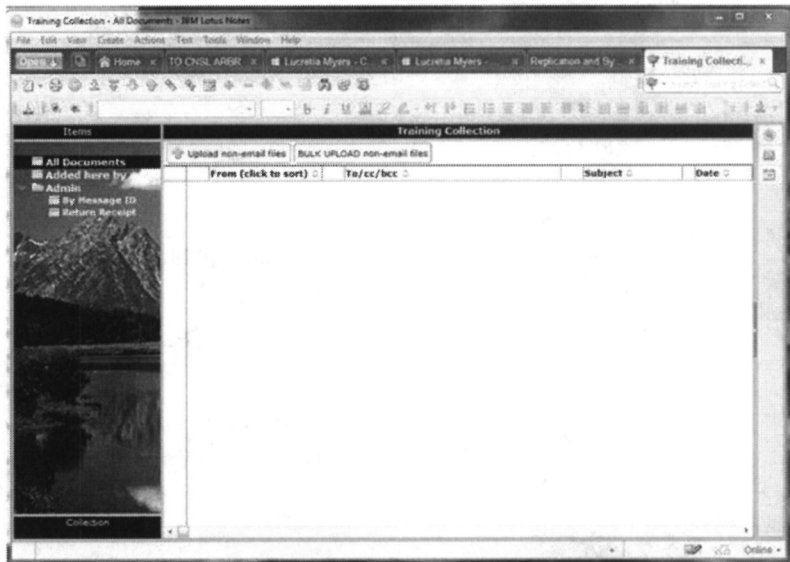
When you receive the document in your email, please open it, make certain all pages scanned, and save it with a document name that is appropriate for the document (eg: EIS Report 3/26/99) to the folder (or appropriate subfolder) you created in Attachment 1 steps.

ATTACHMENT 5 – Lotus Notes Collection

Open the email with the collection link that was sent to you. The link will look like this:

Collection: 

Double click this



This screen will open

After you have selected your responsive emails, click “Ctrl” and “C” (for copy) on your Keyboard.

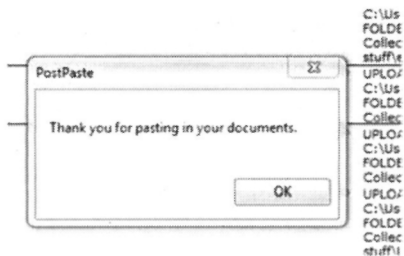
Now, go back to this screen

Click anywhere on the blank area

Click “Ctrl” and “V” to paste in your Lotus Notes Email.

EMAIL

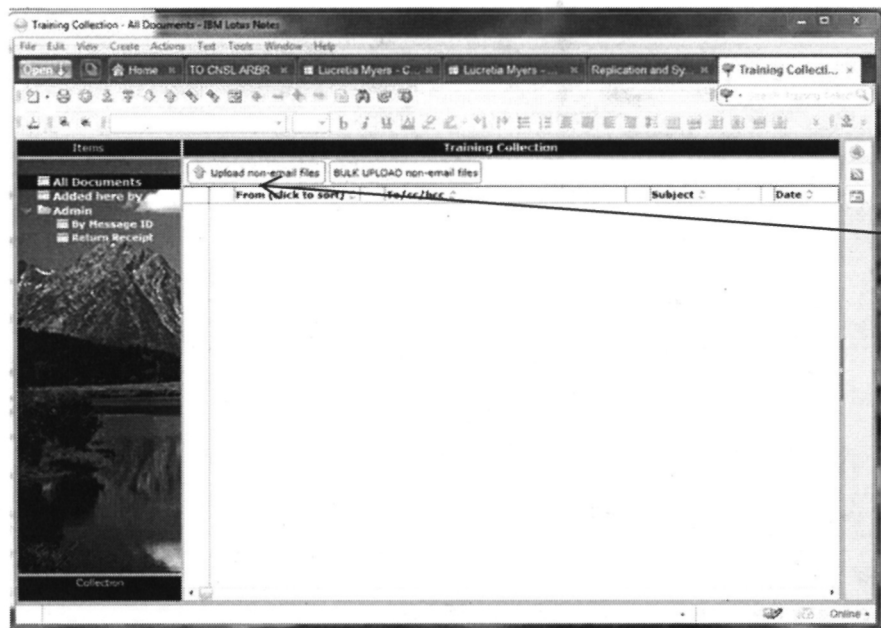
If you have searched for and selected responsive Lotus Notes emails (see Attachment 2) and are not forwarding them to Outlook, you should be ready for the following:



You should get a message that thanks you for pasting your emails. You will not likely see your email in the window (only Administrators on the database can see that.) Trust they are there, or contact your Response Lead for verification.

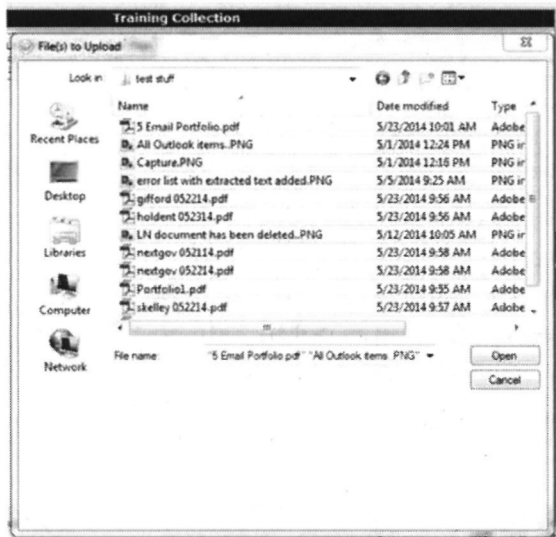
E-DOCUMENTS

Adding electronic documents to a Lotus Notes database ("LN db") is just a tiny bit more complicated than adding Email.



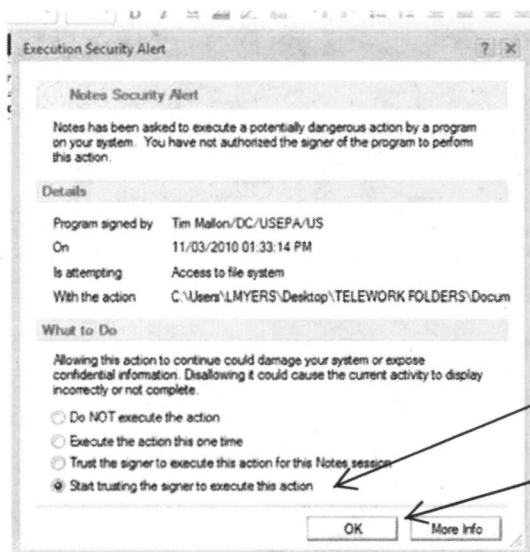
Back to the LN db screen

You will see a couple of green buttons. Click the one that says "Upload non-email files"



You can select ALL documents in a folder by clicking/holding "Ctrl" and "A" on your keyboard. You may not want to try to upload more than 200 or so documents at a time.

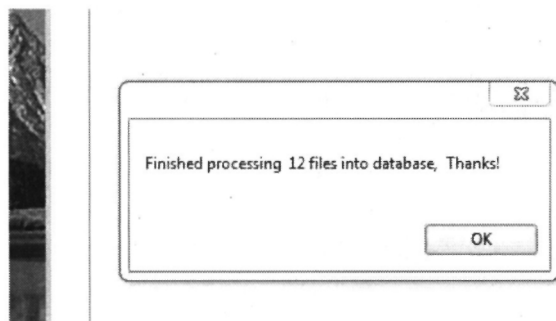
After selecting, click the "Open" button.



You may see this warning notice at some point in this procedure.

If you do, click the last radio button (Start trusting ...)

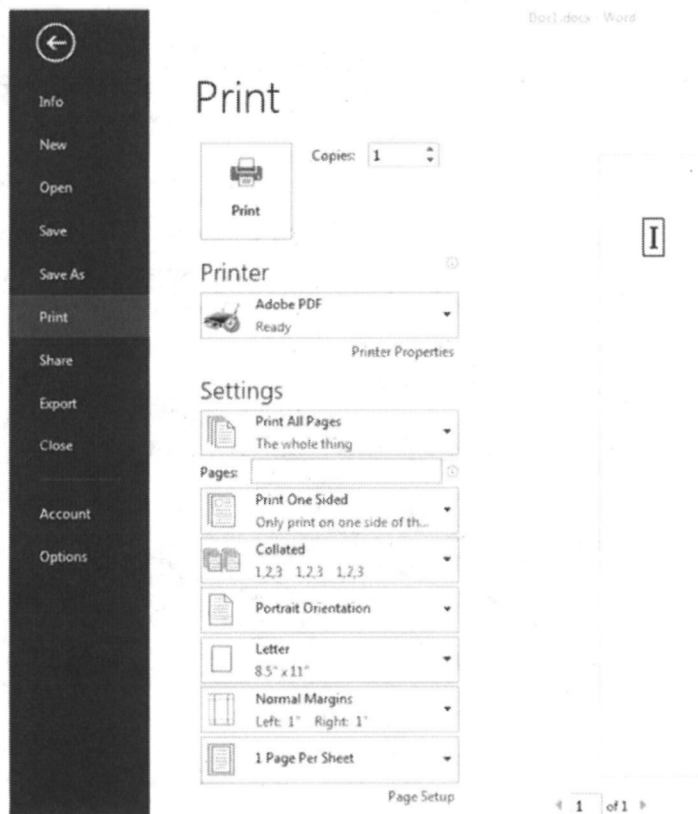
And, then click "OK"



You will get a Thank you, and the message may or may not tell you how many documents were uploaded.

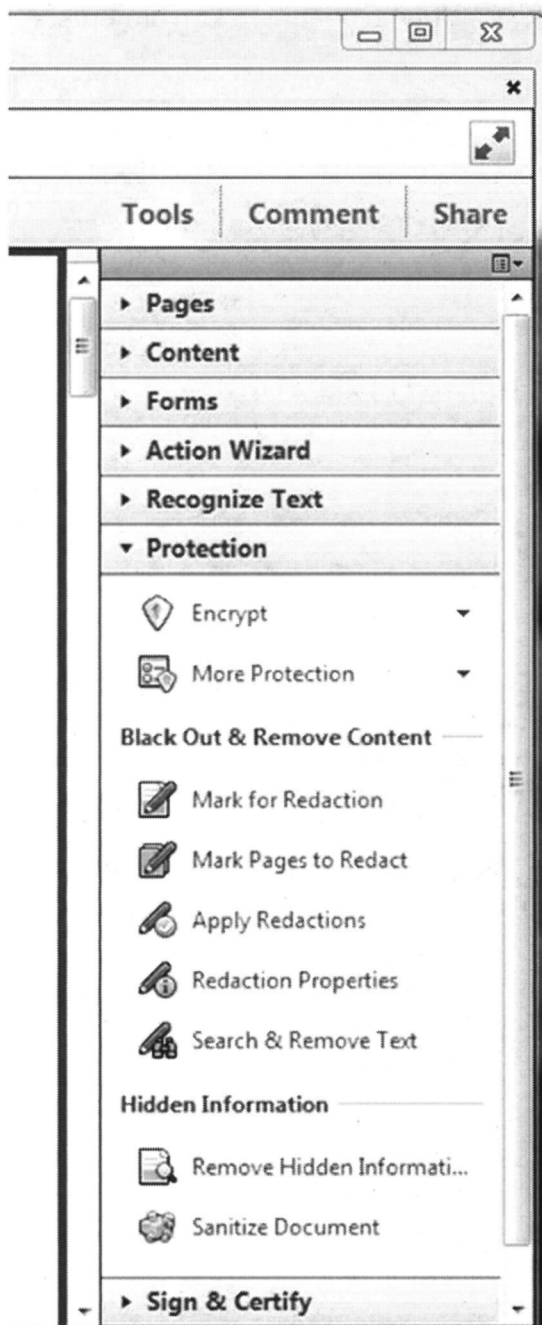
Redaction Tips for Adobe Acrobat X Pro:

First: Open a .pdf document. If the document that needs redaction is not in .pdf format, you will need to first print it to PDF:



After you have opened the .pdf document, you can access the redaction tools a couple of ways. One is to go to "View" then "Tools" next "Protection" and finally, "Mark for Redaction"

The other is to click the Tools button on the ribbon:



And then click "Mark for Redaction"

You can redact Text and Images within a document. When redacting text, your cursor looks sort of like a capital I in a box:



When you are redacting images, your cursor will look sort of like a cross:



In some cases, 'text' is actually an image. For instance, when a document is scanned into most scanners, the result is a picture of the document. When this occurs, you will have to redact necessary 'text' as if it were an image. If a document is printed to .pdf, it will likely retain its document formatting, and text will redact as text.

What does this mean for you? Redacting text may be a little bit easier than redacting an image of text. Either way it's pretty easy and you should not have any problems.

When you click and drag your mouse to mark text for redaction, the text will first look highlighted. When you release the mouse button, a red box will appear:

How to allow import of Outlook PST on a workstation

Go into Outlook:

Set up a **NEW FOLDER so when you import in the PST** you will know exactly where it goes into.

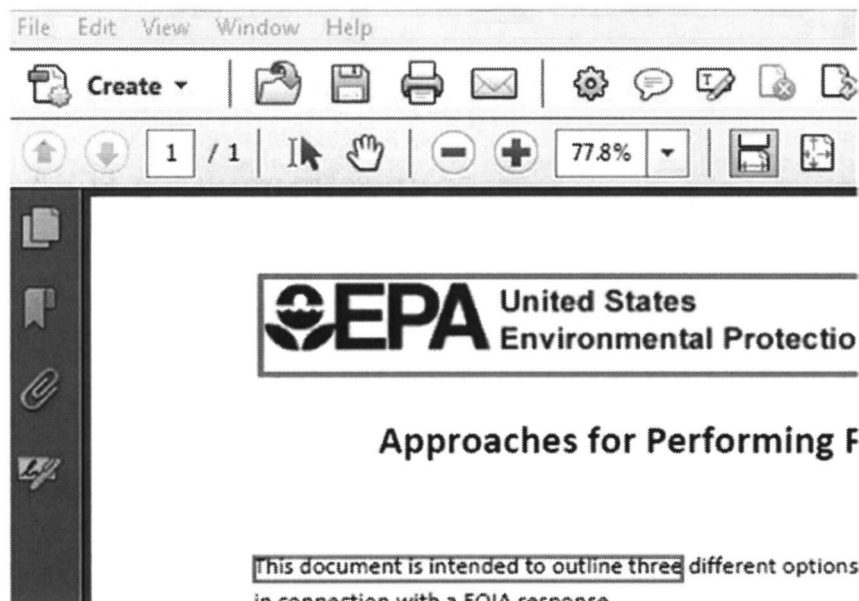
- a. (Rt-Click on your "Inbox" to bring up the "New Folder" menu.)





















You can move on to the next needed redaction (if any). When you hover your mouse over the red outlined box, it will appear black to show you what the redaction will look like when the redactions are applied (a later step.) If you didn't get the words you wanted in the red outlined box, you can hover over it, right click with your mouse, and you will get the option to delete the box.





When you click and drag your mouse to redact an image (or text that is now an image), the image will appear highlighted until you release the mouse button and move your cursor. Again, there will be red outlined space that shows you what you have marked for redaction. You can hover to see what the redaction will look like, and also right click to delete the redaction box (the red outline) if you didn't capture what you intended to capture.


Practice tip: some images or text are so small it is difficult to capture the part you would like to redact. You can counter this by expanding the view of the .pdf document from 100% (or whatever it is on) to a larger % view. The redaction tools remain the same size, making it much easier to redact small print or images.



Create ▾ |     |      

  1 / 1   |   150% ▾  

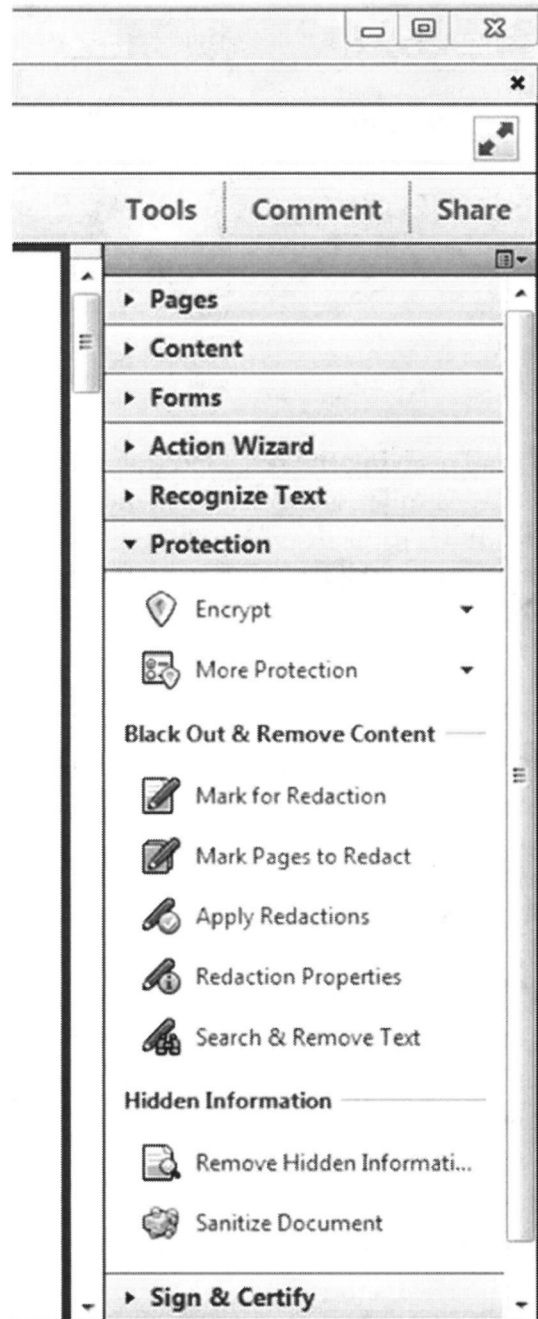
   

 **United States
Environmental Protection Agency**

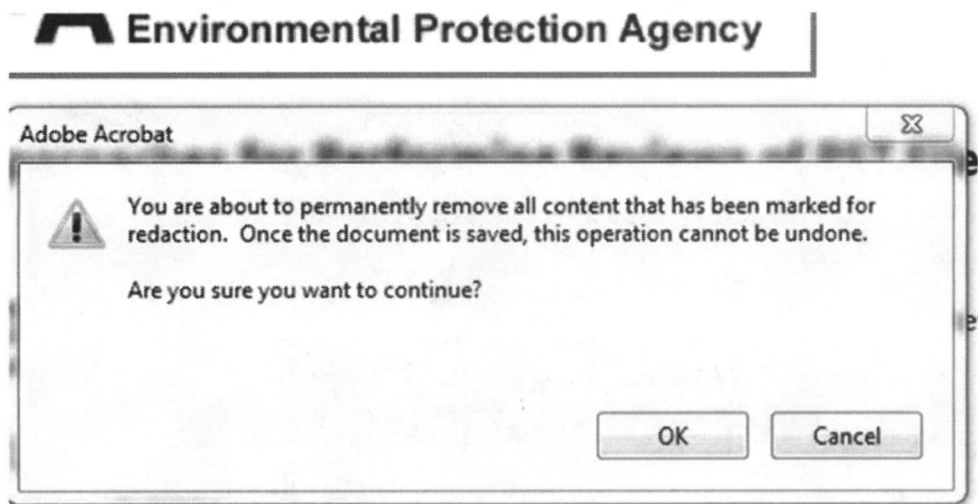
Approaches for

This document is intended to outline
in connection with a FOIA response.

When you have completed the review and marked everything that needs to be redacted, you will return to your “Tools” to complete the redaction process. First click “Apply Redactions”:



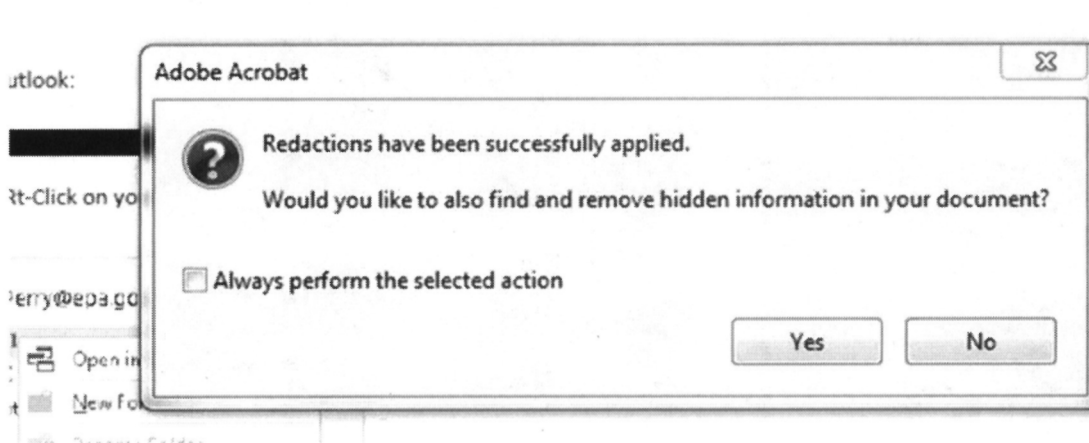
You may get a 'warning' message:



or small FOIA requests

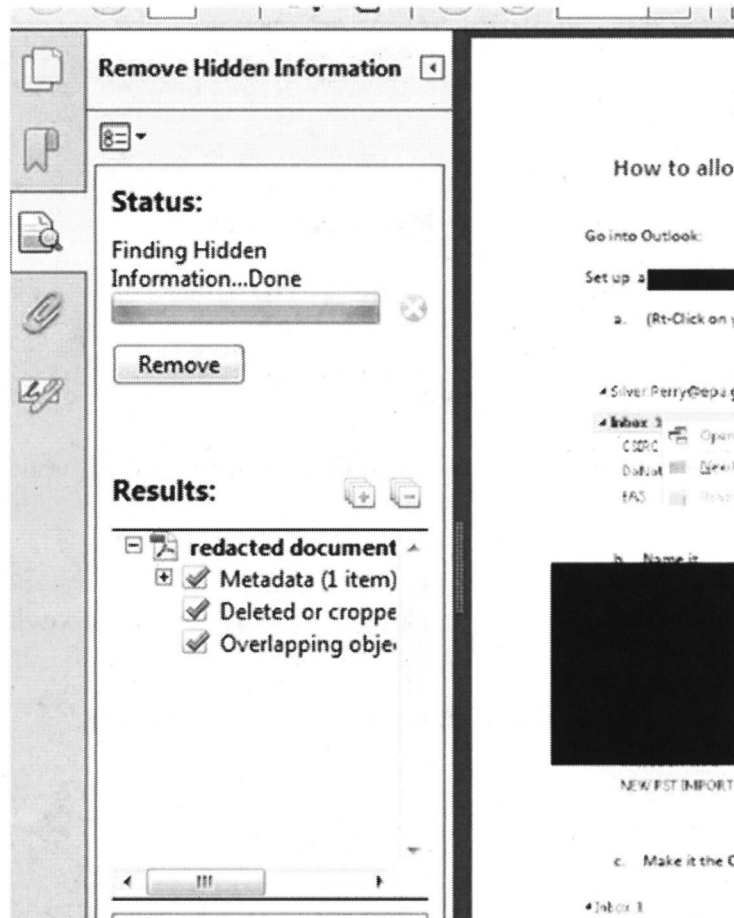
Click "OK". You will not be saving the redacted document with the original name. The program defaults to a new/similar name. For instance, if your original document was named "Document ABC.pdf", the redacted document will automatically be named "Document ABC_redacted.pdf". HOWEVER we have been asked to add the date of the document (not the redaction date). In this example, your document might be named "Document ABC 1.17.14_redacted.pdf".

After redaction (before saving), Adobe asks if you would like to remove hidden data:



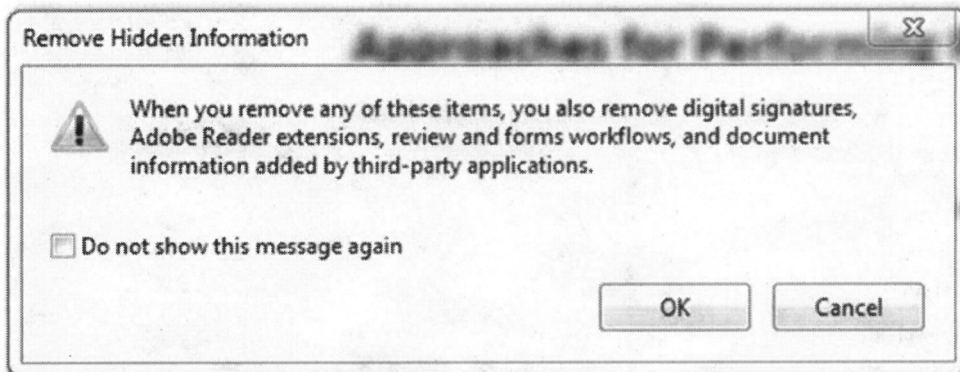
Click "Yes".

The program will go through the process of finding the hidden data and then ask you to verify that you want it removed:



Click the "Remove" Button.

Now it may give you another warning:

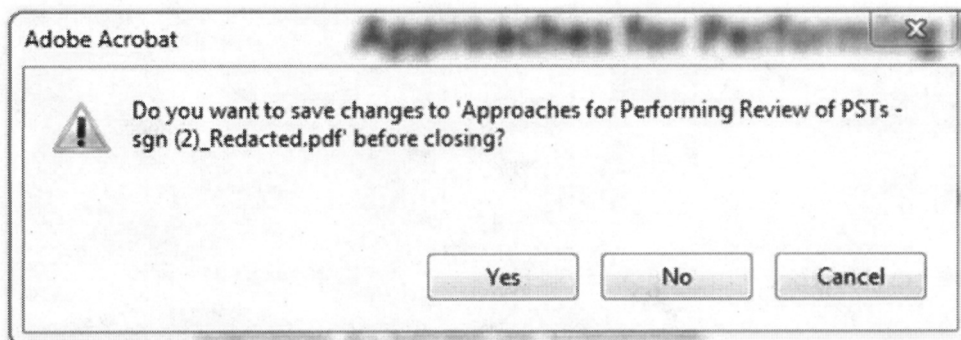


➤ Best for small FOIA requests

Here I would click the “Do not show this message again” box, and then click “OK”.

Practice Tip: none of these changes will be permanently applied until you save the document.

If you attempt to close the document without saving, you will (should) receive this warning:

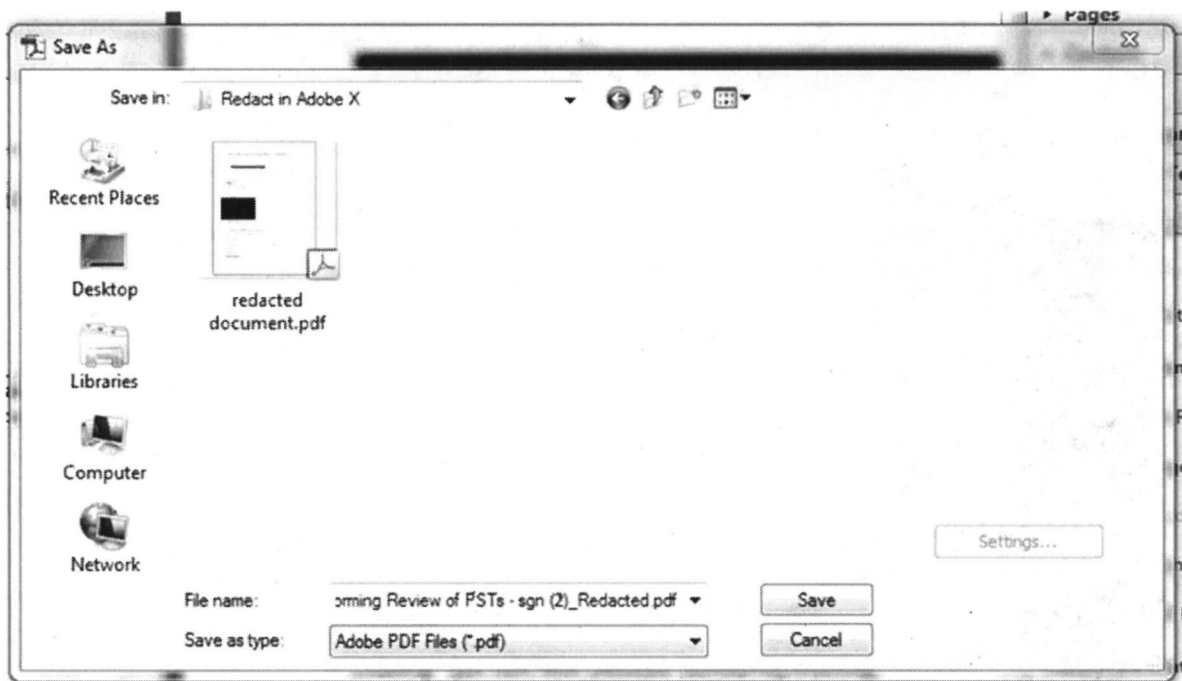


➤ Best for small FOIA requests

You can see in the warning box that the document I used to create some of the clips for this tutorial has been renamed to “Approaches....._Redacted.pdf”. You can just click “Yes” here, but then you will need to add the date of the document to the name after it is saved.

The better approach is to click “File” and then “Save As”. You will then see this box:

Make certain you are saving to the folder you intend to save this in:

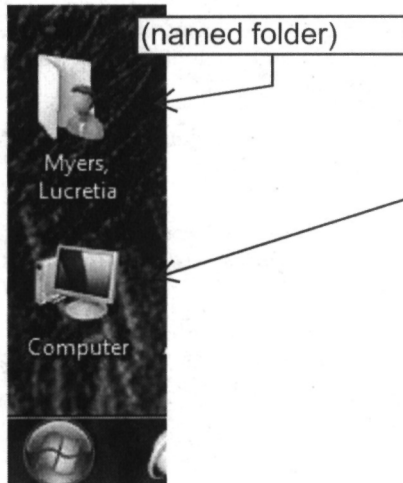


Rename your document by adding the date of the document (not the date of redaction) and then click Save.

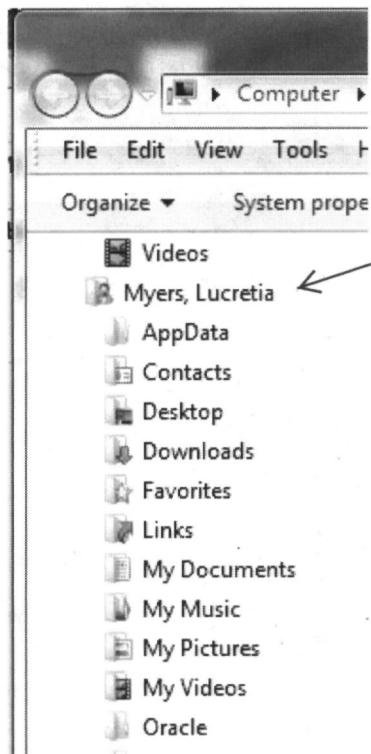
Redacting in Relativity will be a different process.

ATTACHMENT 7-

Creating a Collection Folder



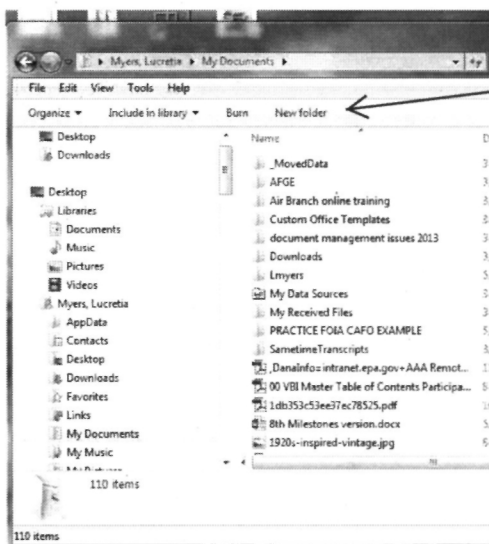
First, go to the computer Icon on your desktop & double click it. (OR, double click your Named Folder – going to the same destination, as you will see later . . .)



Here you will double click the folder that bears your name. (this is where you 'go' if you double click the folder with your name on the desktop)



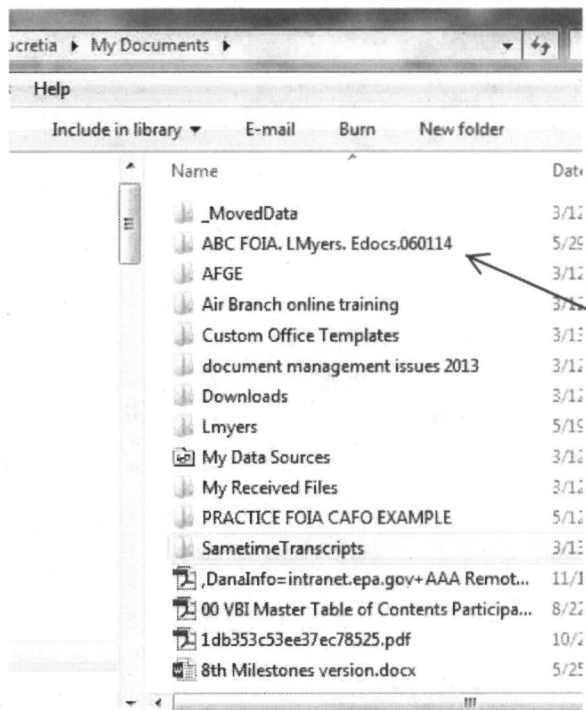
Now, double click the folder "My Documents".



Once you are in "My Documents" click on the "New Folder" button. Name the folder according to the naming conventions provided by your Response Lead.

If no instructions were provided, then name your folder in this manner:

"Collection Name.Your Name.EDocs.Date"



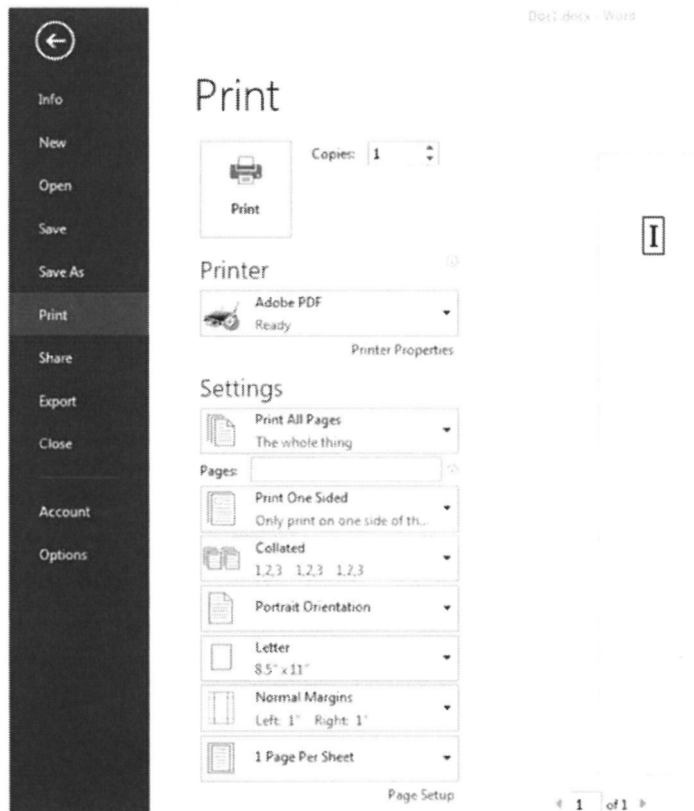
If your Response Lead indicates, you will then create subfolders within this main collection folder. The subfolders may (depending on the wishes of the Response Lead).

Here is the folder I created

inscripts Date modified: 3/13/2014 11:10 AM

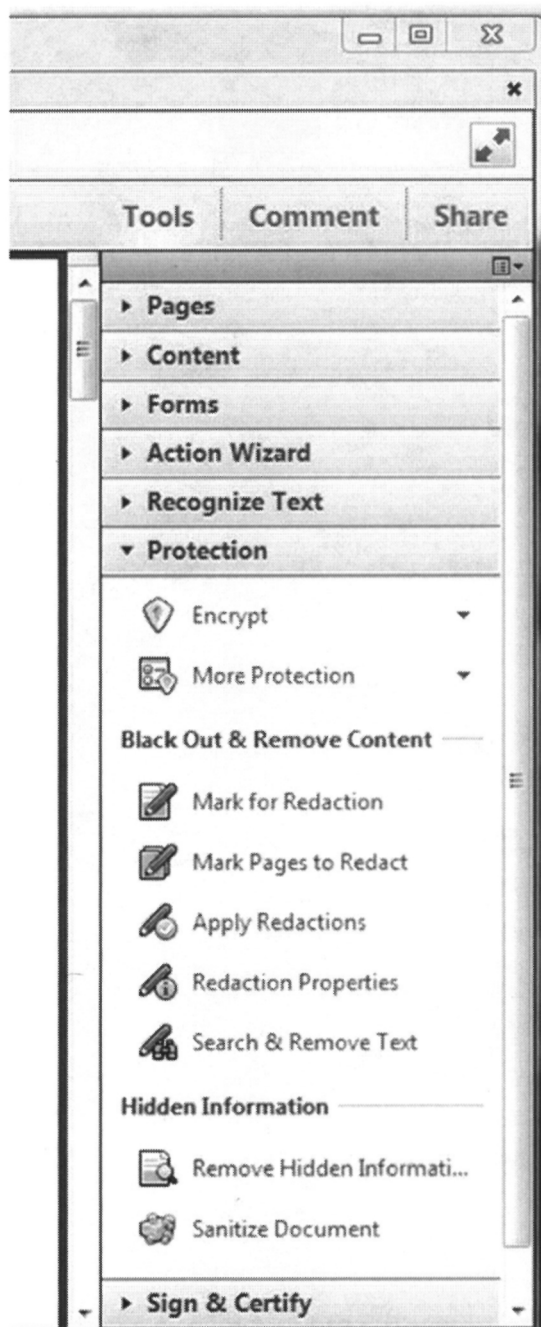
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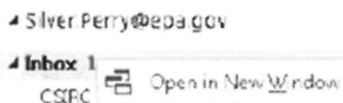
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Go into Outlook:

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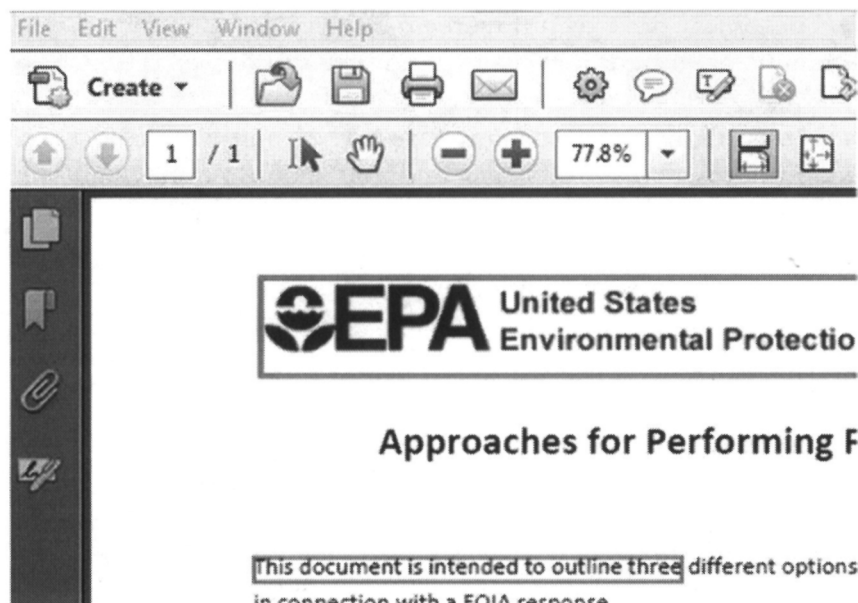
- a. (Rt-Click on your "Inbox" to bring up the "New Folder" menu.)





















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Create ▾ |     |      

  1 / 1 |   |   150% ▾ |  

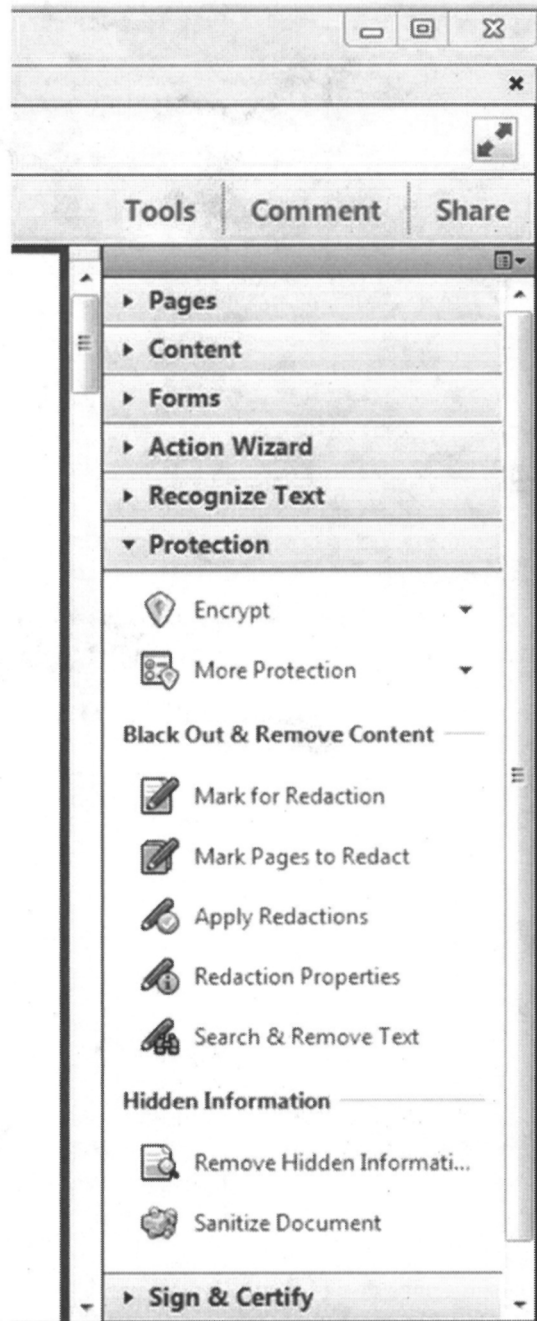
   

 **United States
Environmental Protection Agency**

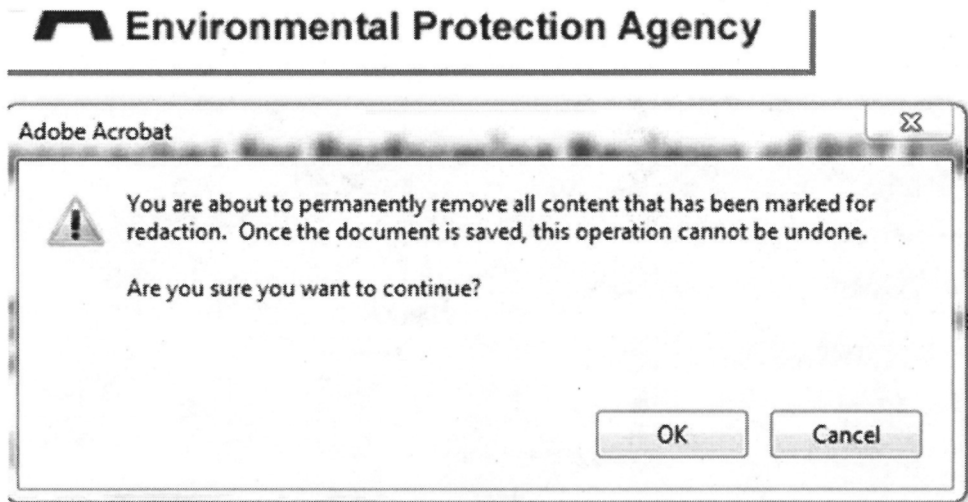
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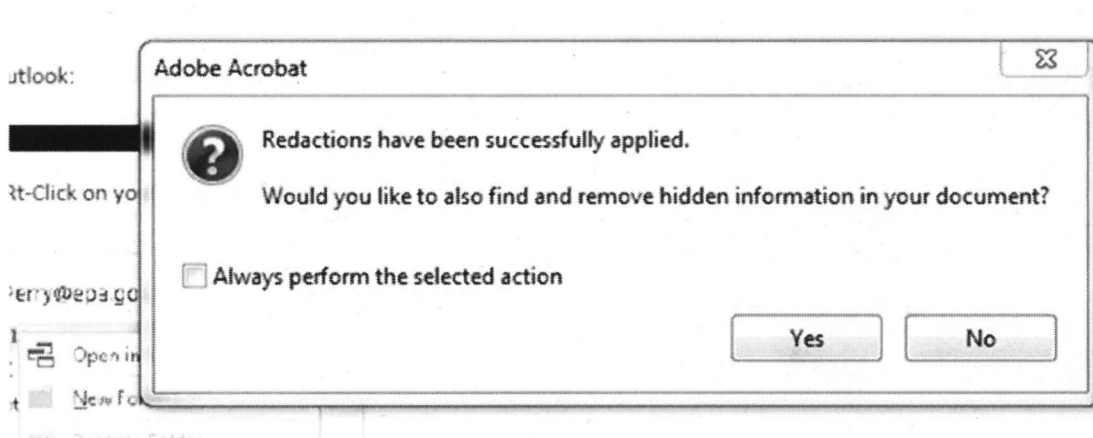
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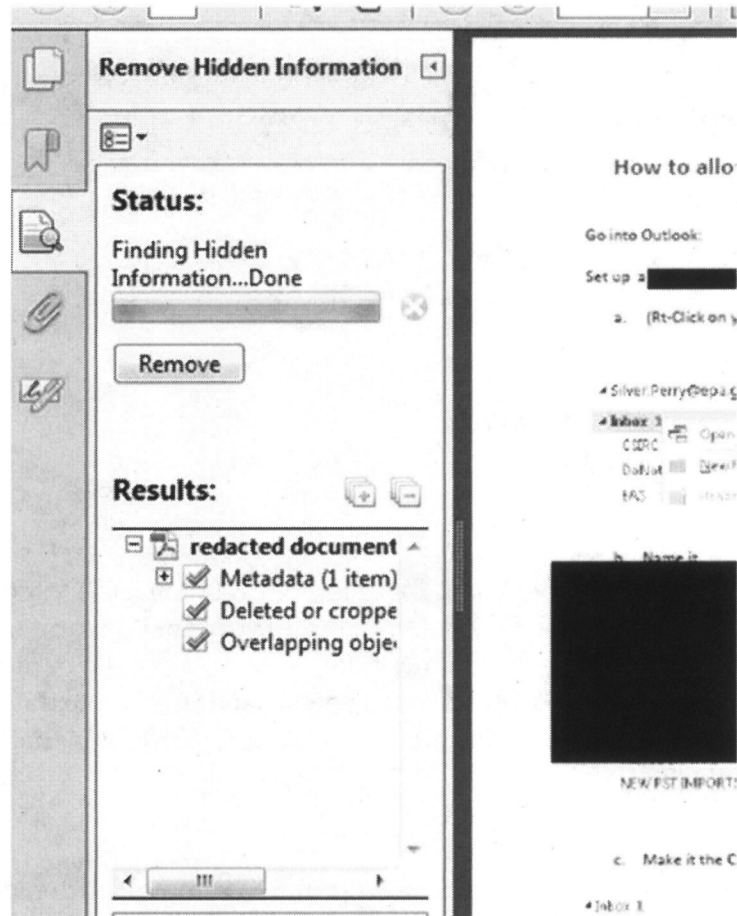
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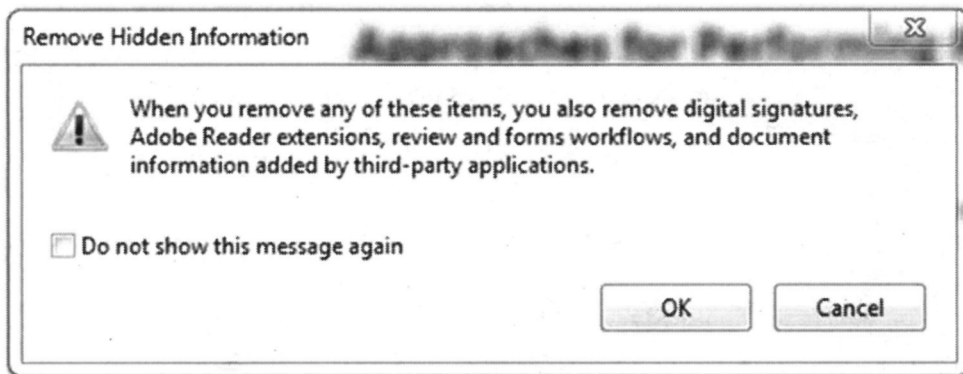
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Click the "Remove" Button.

Now it may give you another warning:

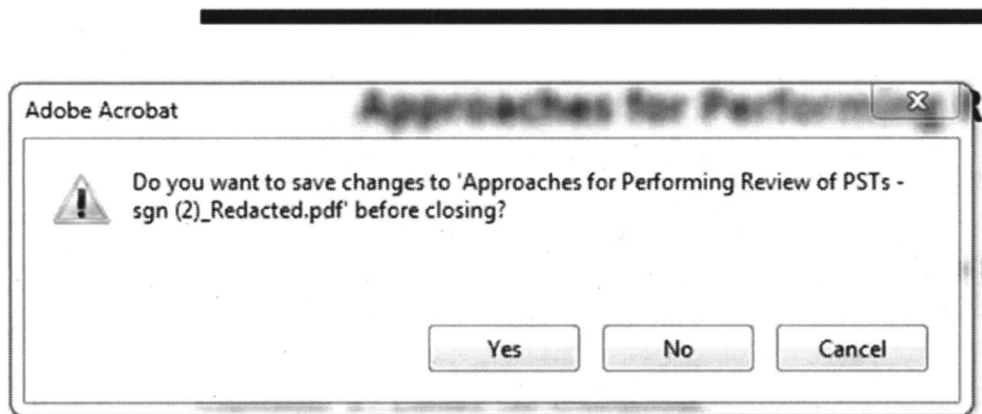


➤ Best for small FOIA requests

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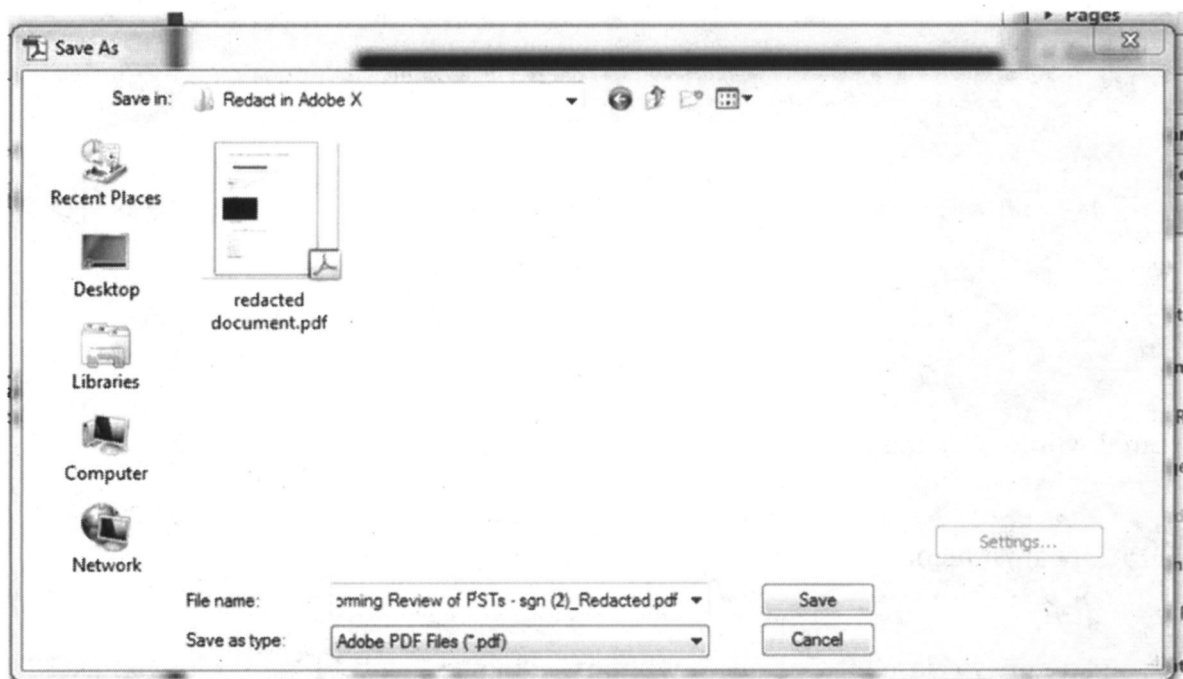


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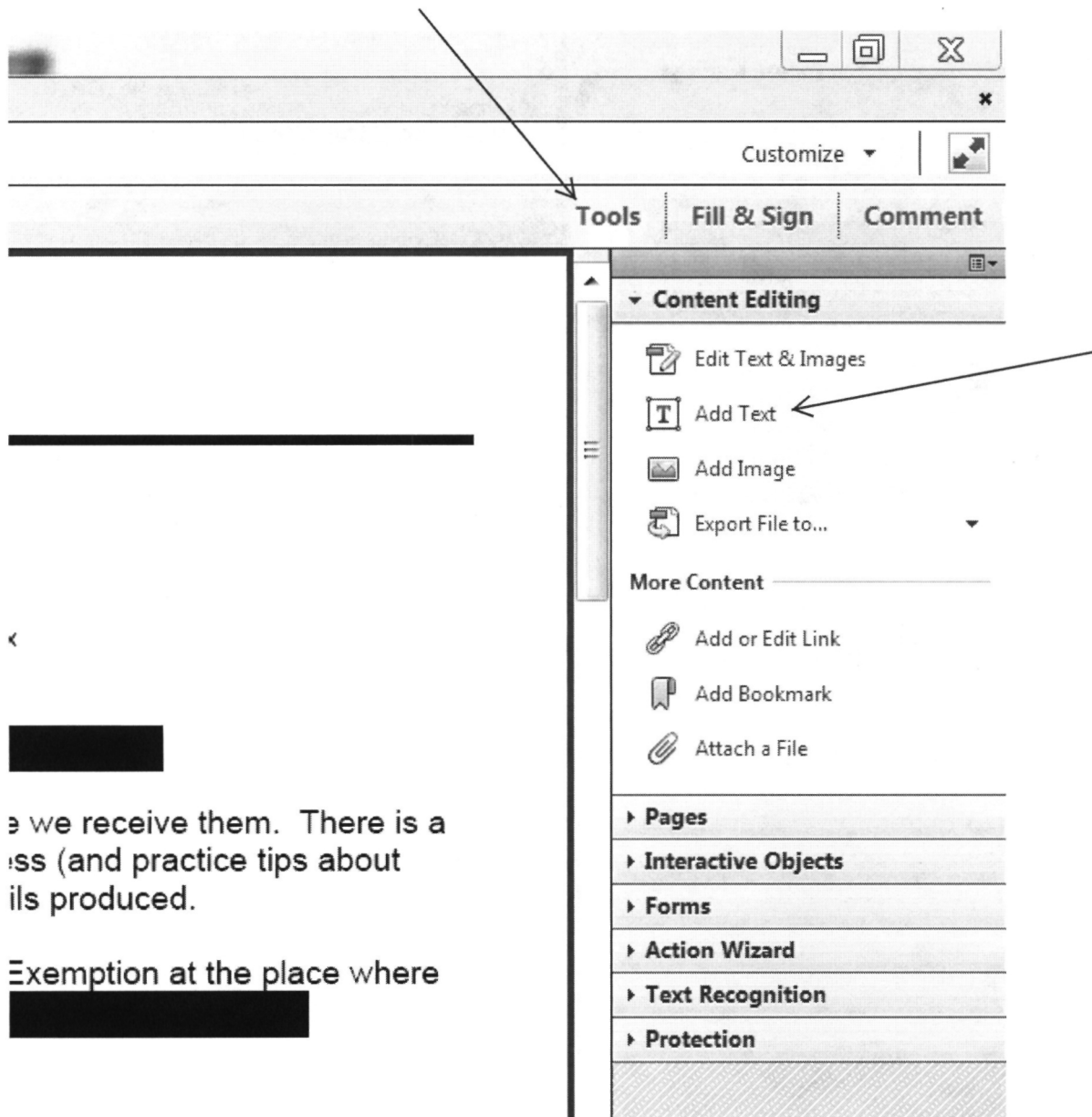


Rename your document by adding the date of the document (not the date of redaction) and then click Save.

Redacting in Relativity will be a different process.

Marking the appropriate Exemption near the redacted language, etc. is required per 5 U.S.C. §552(b). EPA is required by FOIA to mark the partially disclosed records so that the deleted materials and the exemption are apparent. The markings should be placed in the record at the place where the deletion is made (See OIP Guidance.)

This can be accomplished in a pdf'd document. Open the pdf version, and click "Tools." The click "Add Text."



Next, click a spot near an exemption. This will open a box where you can add the Exemption Number, and any other information you deem appropriate (ie: Ex. 5, Attorney Client Privilege.)

You can also change the color of the text itself. We typically use "red" font so that it is "apparent" per the Code. However, if the page is mostly red ink, you may want to use another color.

The screenshot displays a document editor interface. The main document area on the left contains a horizontal line at the top, followed by a redacted section (black box) labeled "Ex. 6 P(I)". Below this, the text "e receive them. There is a (and practice tips about produced." is visible. Further down, another redacted section is labeled "Ex. 7a". The right sidebar, titled "Tools", "Fill & Sign", and "Comment", contains a "Content Editing" section with options: "Edit Text & Images", "Add Text" (highlighted), "Add Image", and "Export File to...". Below this is a "More Content" section with "Add or Edit Link", "Add Bookmark", and "Attach a File". A "Format" section includes a font dropdown set to "Minion Pro", a size dropdown set to "12", and buttons for bold, italic, and underline. Below these are buttons for text alignment (left, center, right, justified), bulleted list, numbered list, and link. At the bottom of the sidebar is an "Edit Using..." dropdown and an "Outline Text & Images" checkbox. A box labeled "Formatting tools" with an arrow points to the formatting section of the sidebar.